



LOT SPLIT / COMBINATION APPLICATION

Instructions

1. Completely fill in this application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. Provide a complete legal description of the property (*This may be found on your abstract or deed. Please contact the Carver County Recorder's Office to verify that your description is complete.*)
3. A boundary survey and site plan must be submitted with the application showing the proposed spit / combination. (*The relocation of the boundary lines between two existing abutting parcels shall be considered a minor subdivision provided such relocation shall not cause the creation of a new parcel(s) and such parcels comply with the zoning ordinance. The platting officer may approve minor boundary adjustments. Surveys and legal descriptions for amended parcel(s) shall be required.*)
4. Pay the required application fee - \$500 (*non-refundable*) and escrow - \$1,500 (*any amount unused will be returned*) payable to the City of Watertown.
5. The signed application form, relevant documentation, and fees can be submitted electronically or in person by the deadlines noted on the City website. Upon submission, City staff will review the application for completeness. If incomplete, the application will not be accepted and returned to the applicant for further information. If the application is determined as complete, City staff will schedule a public hearing.
6. In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present in person at the scheduled meeting for the hearing of this application. Notice will be sent to the applicant verifying the date, time, and location of the meeting. (*Planning Commission Meetings are held the 4th Thursday of each month and called to order at 6:30 PM, or as notified.*)

General Information

Property					
Address:					
City:		State:		Zip:	
Legal Description:					
Current Zoning:			Total Amount of Land Involved (<i>in acres</i>):		
Applicant					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



General Information *(continued)*

Owner *(if different from applicant)*

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Statement of Intent

Explain the intent with the proposed lot split / combination

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Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the application in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this application. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this conditional use permit will be my responsibility.

Applicant

Signature:		Date:	
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Owner *(if different from applicant)*

Signature:		Date:	
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Office Use Only

Fee:		Receipt Number:		Date Received:	
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